



**Department of Emergency Services
Fire-EMS Division
Standard Operating Procedures**

General Policies

Subject: Vacation
Revised: 4-1-03
Code: 206.00

206.01 Purpose

To provide division policy relative to vacations and holidays.

206.02 Policy

- A. Vacation and holiday selection will be on a seniority basis on the individual shifts.
- B. Members will select vacations and holidays under the guidelines of this policy when it is their turn. There will be no waiting period.
- C. Personnel who will be absent during the vacation/holiday selection period shall notify their Shift Lieutenant of their preference of vacation and/or holiday time.
- D. The Leave Request Form must be filled out for each shift or part of shift that is requested off and designate if vacation or holiday time will be utilized. This will be turned into the Shift Lieutenant when requests are taken.
- E. A copy of the vacation/holiday request form will be returned to the employee to verify that the request has been approved or disapproved.
- F. No more than two (2) personnel may request off per shift, including the Shift Lieutenant.
- G. All vacation/holiday requests will be forwarded to the individual's Shift Lieutenant for approval.

206.03 Procedure

- A. All vacation/holiday selections will be open for the entire year.
- B. During the first vacation/holiday selection an individual may pick any two (2) weeks or a total of ninety six (96) hours off.
- C. After the first selection is complete, complete meaning each member of the shift has had an opportunity to select vacation, selection for the second, third, and fourth week may be selected i.e. one week at a time.
- D. If a member doesn't know what days that he/she wishes to request off, they may forfeit their position for vacation and the list is passed to the next least senior member and they make their requests for vacation time. This individual may not hold on to the master calendar for more than two weeks.
- E. Vacation selection will begin October 1st of each year for the following year.

- F. After December 31st, leave requests will be open on a first come basis.
- G. All personnel must be sure that their names are on a master list with their Shift Lieutenant.
- H. The Shift Lieutenant will forward all approved leave requests to the Division Captain for scheduling purposes.
- I. It is the member's responsibility to keep track of earned vacation time and when to use such time before expiration. Human Resources will not send a letter advising that you have exceeded your accumulated leave to carry over, the computer program will automatically deduct excess leave.
- J. Member's can carry over a maximum of 80 hours of annual leave.